



Human Resources

DATE POSTED: SEPTEMBER 22, 2006

REQ. # 06-252

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 09-22-2006 TO 09-29-2006, but will remain open until filled.

DEPARTMENT/DIVISION
SOLID WASTE

POSITION AVAILABLE
INVENTORY/PARTS SPECIALIST

OF OPENINGS
1

STARTING SALARY
\$13.38/HOUR

COMMENTS
DRIVING POSITION

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 640
PAY GRADE 15
SALARY : 13.38 – 20.59
INVENTORY/PARTS SPECIALIST

MAJOR FUNCTION: This position reports to the Fleet Superintendent and the responsibilities include but are not limited to performing all aspects of inventory control. Logistic support with a variety of clerical tasks as well as data management, analyzing performance, identifying problems, and developing recommendations that support inventory management.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Abilities: Ability to understand and apply applicable rules, regulations, policies, and procedures relating to inventory management. Ability to understand and prepare technical reports including statistics relating to inventory management. Ability to develop and implement programs as directed. Ability to communicate effectively with management and the public both orally and in writing.

ESSENTIAL JOB FUNCTION: Audit and provide results for physical inventories, maintain inventory in computer inventory software, ensure integrity of inventory transactions through proper internal control procedures, focus on continuous improvement utilizing technology and statistical processes, support acquisition activities and analyze stock usage/performance and advise on purchase/replenishment strategies. Additionally, this position must ensure facilities are in a “never out” position on all key department supply products, assist with the preparation of data for weekly releases and inventory tracking, work under general direction and handle moderately complex issues and solve problems by considering courses of action within the framework of management’s goals and standards. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision and good hearing. Frequent periods of standing or sitting in the same location . Ability to lift up to 50 lbs.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture. Ability to travel to County sites.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Graduation or equivalent from high school or trade school. A comparable amount of training or experience may be substituted for the minimum qualifications.

EXPERIENCE: One year in progressively responsible related experience or equivalent combination of education and experience in the inventory management. A comparable amount of training and experience may be substituted for the minimum requirements.

LICENSE, CERTIFICATION, OR REGISTRATION: Must have a valid Florida Driver's License and maintain a good driving record.

Effective 10/2006

Union	✓	Non-Union	Exempt	Non-Exempt	✓
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